



**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE**

- ☐ Update
☒ Formal Review

Date Submitted: 4/28/2014

SECTION I - Identification

Working Title: Web Developer

Department: Transportation

Job Code Number: 151295

Division & Bureau: ISD

Job Code Title: Web Developer

Section & Unit: Operational Support

Pay Band: 5

Work Address: 2701 Prospect Ave

Position Number: 20002, 81108

Phone: 444-6311

☐ FLSA Exempt ☒ FLSA Non-Exempt ☐ Non-Union ☒ MPEA ☐ Blue Collar

Profile Completed By: Chuck Granger

Work Phone: 475-4301

Work Unit Mission Statement or Functional Description:

The Information Services Division (ISD) provides a full range of services for the Montana Department of Transportation (MDT). Services provided include network management, server administration, desktop and mobile computer systems administration, database administration, applications development and maintenance, integrated systems development, Internet and Intranet web page development, data security & disaster recovery services, geographic information systems (GIS), global positioning systems (GPS), user support, training, imaging services, duplication services, records management, IT research and development, budget development and monitoring, procurement administration, contract administration, and project management.

Describe the Job's Overall Purpose:

This position is part of a team that designs, maintains and updates the Montana Department of Transportation (MDT) websites. The position also works with and assists MDT's application developers on User Interface (UI) design for web based applications, including those used on mobile devices. The incumbent is heavily involved in working with various business units within MDT to help them achieve desired results from both internal and external websites and applications.

SECTION II - Major Duties or Responsibilities	% of Time
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Operation and Maintenance	(50%)
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1. Identify coding, linking and content issues through testing and customer feedback; correct problems or refer to appropriate staff for resolution.
2. Perform routine daily maintenance and updates of existing websites and web applications; maintain and enhance existing web applications for internal systems.
3. Responsible for identifying and implementing methods for preventing technical website problems that could lead to disruption of business activities.
4. Perform daily project tracking tasks and communications; perform all tasks associated with development of static web pages.
5. Maintain, and provide staff training on content management systems.
6. Provide technical support, troubleshooting, and public user support for agency websites.

Design and Development	(40%)
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1. Implement specifications and requirements gathered from customers using Software Development Lifecycle (SDLC) concepts and requirements tracking methodology.
2. Contribute to creating prototypes and functional specifications for website development projects; create layouts and user interfaces from design concepts by using standard HTML/CSS practices
3. Based on MDT needs, offer suggestions regarding new web technologies to utilize, such as: browsers, web related programming languages and plug-ins.
4. Create, design and edit web page content in compliance with accessibility regulations and industry standards; assists in the creation and design of web page content with consideration to mobile device accessibility.
5. Design and build websites for the Montana Department of Transportation (MDT) using authoring tools, scripting languages, content creation and management tools.
6. Utilize feedback from customers and other technical staff on website development needs; share this information with senior web development staff; work with senior staff, customers and MDT management in developing website project plans.
7. Assist in the design, development, testing and support of robust and user-friendly web applications using standard web development languages, while utilizing the SDLC or Agile methodology.
8. Communicate project status and deliverables with managers and clients. Work with management and development team members to prioritize needs, resolve conflicts, develop content criteria, choose applicable solutions to web related needs and help set future direction of web related matters.

9. Meet with other technical staff on specifics of MDT web projects, new technologies, and deadlines.
10. Contribute to the long-term planning process relative to the web development needs of the department; plan and manage related projects; make suggestions to senior web development staff and IT Manager on creating web-based technical standards for specific websites and the agency as a whole.
11. Participate in the development of website backup and recovery procedures relative to the department's needs.
12. Develop and document style guidelines for website content; develop and implement procedures for website revisions; recommend and work to implement performance improvements.

Other Duties as assigned**(10%)**

The employee will be engaged in a variety of other activities within ISD from time-to-time, including web related project work and graphics design.

The following duties and/or specific tasks listed under section II above are considered "essential functions" because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):

The following mental and physical demands are associated with these essential functions:

PHYSICAL

- Lifting and carrying light items (papers, books, computers, monitors)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Travel within and out-of-state by auto & airline to training and meetings.
- Operating a personal computer

MENTAL

- Communicate in writing, in person, and over the phone
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Complex mathematics
- Comparing and analyzing data
- Inductive and deductive reasoning
- Compiling information, coordinating, synthesizing, negotiating, instructing
- Relationship building – listening, responsiveness, trust

Does this position supervise others? ☐ Yes ☒ No

Attach an Organizational Chart.

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:**KNOWLEDGE:**

Knowledge of computers, the management, development, use, maintenance, operation, and security for Internet computer systems and electronic communications systems; extensive knowledge of website design techniques, tools and principles; fluency with content creation and maintenance tools such as Dreamweaver CS5/6, Photoshop, Illustrator CS2, Acrobat Professional and CSS3; advanced knowledge of web development languages, such as HTML5, ASP.NET, JavaScript, etc.; familiarity with browser technologies; knowledge of and experience with tools to monitor the performance of web servers, web applications and websites; knowledge of digital media production and dissemination techniques and methods.

SKILLS:

Must be skilled at verbal and written communication, reading comprehension, active listening and learning, service orientation, superlative customer service skills, the ability to maintain effective working relationships with a variety of individuals, and the capacity to elicit and interpret customer web related needs; strong independent judgment and problem solving techniques; experience with multiple computer operating systems, including Microsoft Windows and mobile platforms; experience in developing dynamic data-driven websites by way of a Web based Content Management System (CMS).

Behaviors required to perform these duties:

See MDT Core Behaviors

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input checked="" type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable fields of study:

Computer Science or related degree

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|--|--|
| <input checked="" type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 4 years |
| <input type="checkbox"/> 2 years | <input type="checkbox"/> 5 or more years |

Other specific experience:

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

Alternative qualifications include: Relevant experience may be substituted on a year-for-year basis for the required college degree.

SECTION IV – Other Important Job Information

☐ Fingerprint check

☐ Valid driver's license

☐ Background check

☐ Other; Describe

Other information including working conditions such as shifts, lifting requirements, travel or hours.

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: _____ Title: _____

Signature: _____ Date: _____

Employee:

Name: _____ Title: _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Bureau Chief:

Name: _____ Title: _____

Signature: _____ Date: _____

Division/District Administrator:

Name: _____ Title: _____

Signature: _____ Date: _____

Department Designee:

Brent Rabe/Designee

Human Resources Officer
Human Resources Division

Signature: _____ Date: _____